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| **Excel Tip - Create A Drop-Down List From A Range Of Cells** |
| http://www.cpsb.org/System/TechDepartment/tech_connect/Images/excel_icon.bmpTo make data entry easier, or to limit entries to certain items that you define, you can create a drop-down list of valid entries that is compiled from cells elsewhere on the worksheet. When you create a drop-down list for a cell, it displays an arrow next to that cell. To enter information in that cell, click the arrow, and then click the entry that you want. So, how do you create the drop-down list?   |  |  | | --- | --- | | 1. | To create a drop-down list from a range of cells, use the **Validation** command under the **Data** menu. | | 2. | To create a list of valid entries for the drop-down list, type the entries in a single column or row without blank cells.  Note\*\*\* You may want to sort the data in the order that you want it to appear in the drop-down list. | |  | | | If you want to use another worksheet or another workbook, do one of the following: | | | \* | Use a different worksheet in the same workbook. Type the list on that worksheet, and then define a name for the list. OR | | \* | Use a different worksheet in a different workbook. Type the list on that worksheet, and then define a name with an external reference to the list. | | 1. | Select the cell where you want the drop-down list. | | 2. | On the **Data** menu, click **Validation**, and then click the **Settings** tab. | | 3. | In the **Allow** box, click **List**. | | 4. | To specify the location of the list of valid entries, do one of the following: | |  | \*If the list is in the current worksheet, enter a reference to your list in the **Source** box. | |  | \*If the list is on a different worksheet in the same workbook or a different workbook, enter the name that you defined for your list in the **Source** box. | |  | In both cases, make sure that the reference or name is preceded with an equal sign (=). For example, enter **=ValidDepts**. | | 5. | Make sure that the **In-cell** drop-down check box is selected. | | 6. | To specify whether the cell can be left blank, select or clear the **Ignore blank** check box. | | 7. | Optionally, you can display an input message when the cell is clicked. | |  | |   The width of the drop-down list is determined by the width of the cell that has the data validation. You may need to adjust the width of that cell to prevent truncating the width of valid entries that are wider than the width of the drop-down list. |